

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

### National consultants to conduct an independent evaluation of the implementation of the scheme on controlling sex-ratio at birth imbalance in the period of 2016-2025

| TERMS OF REFERENCE (to be completed by Hiring Office) |  |
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| Hiring Office:  | UNFPA Vietnam Country Office   |
| Purpose of consultancy:                               | <p>The sex-ratio at birth (SRB) imbalance has been a pressing demographic and gender equality issue in Vietnam for nearly two decades. Rooted in gender-biased sex selection (GBSS), this imbalance reflects deep-seated social norms, son preference, and discriminatory practices that devalue girls and reinforce gender inequality. The phenomenon became evident in 2006 when the SRB reached 109.8 boys per 100 girls, significantly deviating from the natural equilibrium of 104-106 boys per 100 girls. Despite various interventions, the SRB continued to rise, peaking at 112.8 boys per 100 girls in 2015, marking one of the highest levels globally and indicating an urgent need for a comprehensive policy response.</p> <p>Recognizing the long-term socio-economic consequences of SRB imbalance—including future demographic distortions, potential marriage market imbalances, and increased risks of gender-based violence (GBV) and trafficking—the Government of Vietnam has undertaken a series of strategic interventions. In 2016, the Prime Minister approved Decision No. 468/QĐ-TTg, launching the Scheme on Controlling Sex-Ratio at Birth Imbalance for the Period 2016-2025 followed by its integration into the national population strategy by 2030 (Decision 1679/QĐ-TTg, 2019). This scheme aims to curb the rapid increase in SRB and gradually restore balance, targeting a ratio of approximately 107 boys per 100 girls after 2025. To achieve this, the scheme has been implemented across multiple sectors with four strategic pillars:</p> <ol style="list-style-type: none"> <li>1. Raising awareness and promoting behavior change to address the imbalance of sex-ratio at birth or son preference.</li> <li>2. Policy and social support measures to promote gender equality and elevate the value of girls in families and society.</li> <li>3. Strengthening legal enforcement on controlling sex-ratio at birth imbalance – Legal frameworks prohibiting sex selection, ultrasound disclosure of fetal sex, and selective abortion based on son preference, with increased monitoring and penalties for violations.</li> <li>4. International collaboration and technical assistance.</li> </ol> <p>Against this context, since 2012, UNFPA Viet Nam has been a key technical and financial partner supporting the Vietnamese Government in addressing GBSS/SRB imbalance. Recognizing that gender-biased sex selection is a harmful practice rooted in gender discrimination, UNFPA has worked closely with national and sub-national stakeholders, particularly the Viet Nam Population Authority (VPA), to:</p> <ul style="list-style-type: none"> <li>• Provide technical expertise in policy formulation and program design, ensuring that interventions align with international human rights and gender equality frameworks.</li> <li>• Support research and data collection to generate evidence on the drivers of GBSS, identifying key risk factors and trends to inform targeted policy responses.</li> <li>• Strengthen capacity building for national/sub-national staff and leaders, equipping them with the knowledge and tools to address GBSS effectively.</li> <li>• Develop and implement national awareness campaigns that challenge son preference and promote gender equality.</li> </ul> |

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|   | <ul style="list-style-type: none"> <li>• Develop a Monitoring &amp; Evaluation (M&amp;E) framework for tracking progress on the implementation of the scheme on controlling sex-ratio at birth imbalance which was approved in 2020.</li> </ul> <p>These efforts have contributed to slowing the rise of SRB imbalance, with the national ratio declining slightly from 112.2 in 2016 to 111.8 in 2023. However, challenges remain as certain provinces continue to experience high SRB levels exceeding 112 boys per 100 girls, highlighting the persistence of deep-rooted gender norms and socio-economic pressures influencing parental choices, family thinking and perceptions about the value of boys vis-à-vis girls.</p> <p>As the Scheme on Controlling Sex-Ratio at Birth Imbalance nears its conclusion in 2025, it is essential to assess its effectiveness, sustainability, and impact to better understand how change came about and what the key drivers are – how do attitudes and behaviours change; what policy measures have been designed to increase gender equality and social protection work; how is an enabling environment created for parents to value their surviving daughters; and, how to gradually reduce the importance of the sex of prospective children. Therefore, UNFPA Viet Nam will support the Vietnam Population Authority (VPA) to conduct an independent evaluation of the scheme’s implementation over the past decade. This evaluation will provide a comprehensive evidence base for understanding the successes, challenges, and lessons learned, informing future policies, strategies and partnerships for the period 2026-2030 with vision to 2045. By building on these findings, Vietnam can continue working toward eliminating gender-biased sex selection (GBSS), ensuring gender equality, rights for all and restoring SRB balance in the long term. To ensure evidence-based decision-making and effective policy implementation, UNFPA has supported VPA in developing an M&amp;E framework for tracking progress on SRB control efforts and gender equality interventions.</p> <p>Against this background and within the framework of the 2025 workplan of the UNFPA-supported project on “Prevention and response to Gender-Based violence and other harmful practices, 2022-2026”, UNFPA is seeking a team leader and two team members to design and implement the independent evaluation of this scheme.</p> |
| <p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p> | <p>Under the direct supervision of UNFPA Gender and Human Rights Specialist, the selected consultants are expected to carry out but not limited to following main tasks:</p> <ul style="list-style-type: none"> <li>• Prepare for and attend a briefing meeting with UNFPA and VPA before starting the assignment;</li> <li>• Prepare and submit concept note and implementation plan of the evaluation for approval by UNFPA with proper literature review;</li> <li>• Submit an inception report (design report - see Annex 4 attached inception report template) that will include: (i) Brief summary of the scheme on Controlling Sex-Ratio at Birth Imbalance within the country context; (ii) The evaluation framework consisting of specific evaluation questions; (iii) Data collection and data analysis methods including strengths and limitation of each method; (iv) work plan and proposed stakeholder consultation list with details of information within the team. The focal point of UNFPA will coordinate the comments from UNFPA and VPA to share with the evaluation team for finalizing the inception report;</li> <li>• Desk review and secondary data analysis to review policy documents, national and provincial SRB trends and program reports;</li> <li>• Conduct the evaluation following the inception report approved by UNFPA;</li> <li>• Submit the first draft of the report on the independent evaluation for comments by responsible UNFPA programme officers, VPA and related national partners (English and</li> </ul>  |

Vietnamese);

- Present the main preliminary findings of the evaluation to UNFPA and VPA for inputs;
- Submit the final draft of the report, addressing comments from UNFPA and VPA (English and Vietnamese) ;
- Prepare a PowerPoint presentation on the evaluation results at the validation Workshop/Meeting (English and Vietnamese);
- Submit the final report, based on comments provided after the validation workshop.

Specifically, each consultant will be responsible to:

**Team Leader**

- Provide overall leadership to the independent evaluation team;
- Provide the inputs for quality aspects of the overall process;
- Submit concept note and initial implementation plan of the evaluation (see Annex 3 attached template);
- Lead the development of the inception report (design report) with inputs from the team members;
- Lead the desk review and secondary/primary data analysis;
- Coordinate the primary data collection process and oversee the evaluation implementation at national and provincial levels to ensure data quality and alignment with the approved inception;
- Compile drafts and final reports and deliver them on time, considering the quality aspects (see Annex 2 attached report template).
- Take the full responsibility for the final results and products of the evaluation work according to ToR
- Have primary responsibility for the timely completion of a high-quality evaluation in the evaluation that addresses all the items required in this TOR.
- Responsible for debriefing the findings when required;
- Liaise with UNFPA Programme Specialist on Human Rights and Gender/UNFPA Programme Officer and/or VPA.

**Team members**

The team members are to support the team leader to complete the independent evaluation.

***The team member 1 in charge of qualitative research:***

- Closely work with the team leader and the team member 2 in developing the inception report, required presentations and reports.
- Design of qualitative data collection tools (e.g. FGDs, KIIs);
- Conduct and document FGDs and KIIs in selected provinces identified in the inception report accepted by UNFPA;
- Analyse qualitative data and draft related sections of the evaluation report;
- Support the team leader in developing the findings and conclusions sections;
- Review and comment on drafts of the reports as they are produced;
- Participate in presentations and validation workshops;
- Provide possible interpretation support to the team leader when needed;
- Translate the final report, and related documents into Vietnamese.

***The team member 2 in charge of quantitative analysis:***

- Closely work with the team leader and the team member 1 in developing the

|  | <p>inception report, required presentations and reports.</p> <ul style="list-style-type: none"><li>• Design and statistical analysis of quantitative data;</li><li>• Support desk review and compile secondary data and generate visualizations;</li><li>• Conduct and document quantitative data collection in selected provinces identified in the inception report accepted by UNFPA;</li><li>• Draft technical sections of the report related to data trends, impact analysis and findings;</li><li>• Review and comment on drafts of the reports as they are produced;</li><li>• Jointly develop presentations and participate in validation workshops;</li><li>• Provide possible interpretation support to the team leader when needed;</li><li>• Translate the final report, and related documents into Vietnamese.</li></ul>   |               |                     |                              |  |          |             |               |               |   |    |  |  |                             |  |    |    |    |                              |   |    |    |    |                              |  |    |    |    |                             |   |    |    |    |                              |  |    |    |    |                              |   |    |    |    |                             |  |    |    |    |                             |
|--|---|---------------|---------------------|------------------------------|--|----------|-------------|---------------|---------------|---|----|--|--|-----------------------------|--|----|----|----|------------------------------|---|----|----|----|------------------------------|--|----|----|----|-----------------------------|---|----|----|----|------------------------------|--|----|----|----|------------------------------|---|----|----|----|-----------------------------|--|----|----|----|-----------------------------|
| Duration and working schedule:   | <p>This is output-based consultancy to be carried out from the 4<sup>th</sup> week of May to the end of November 2025. The deliverables should be made according to the below estimated working days and timelines which serve as a guidance for monitoring purposes.</p> <table><tr><th rowspan="2">TASKS</th><th colspan="3">Estimated # of days</th><th rowspan="2">Deadline</th></tr><tr><th>Team leader</th><th>Team member 1</th><th>Team member 2</th></tr><tr><td>1. Prepare and submit a concept note and implementation plan of the evaluation.</td><td>03</td><td></td><td></td><td>4<sup>th</sup> Week of May</td></tr><tr><td>2. Develop an inception report, finalize methodology, initial consultations, refine work plan.</td><td>05</td><td>04</td><td>04</td><td>1<sup>st</sup> Week of June</td></tr><tr><td>3. Desk review and secondary data analysis to review policy documents, national and provincial SRB trends, and program reports.</td><td>08</td><td>05</td><td>05</td><td>4<sup>th</sup> Week of June</td></tr><tr><td>4. Primary data collection to conduct key informant interviews, focus group discussions, and surveys at national and provincial levels</td><td>07</td><td>10</td><td>10</td><td>2<sup>nd</sup> Week of Aug</td></tr><tr><td>5. Data analysis and drafting to analyse collected data</td><td>05</td><td>07</td><td>07</td><td>2<sup>nd</sup> Week of Sept</td></tr><tr><td>6. Develop 1<sup>st</sup> draft the evaluation report and presentation for outbrief meeting</td><td>06</td><td>04</td><td>04</td><td>4<sup>th</sup> Week of Sept</td></tr><tr><td>7. Outbrief meeting to share the main preliminary findings of the evaluation with UNFPA and VPA</td><td>01</td><td>01</td><td>01</td><td>1<sup>st</sup> Week of Oct</td></tr><tr><td>8. Submit the final draft report, addressing inputs from UNFPA and VPA; and finalize presentation for validation/consultation workshop</td><td>03</td><td>02</td><td>02</td><td>3<sup>rd</sup> Week of Oct</td></tr></table> | TASKS         | Estimated # of days |                              |  | Deadline | Team leader | Team member 1 | Team member 2 | 1. Prepare and submit a concept note and implementation plan of the evaluation. | 03 |  |  | 4 <sup>th</sup> Week of May | 2. Develop an inception report, finalize methodology, initial consultations, refine work plan. | 05 | 04 | 04 | 1 <sup>st</sup> Week of June | 3. Desk review and secondary data analysis to review policy documents, national and provincial SRB trends, and program reports. | 08 | 05 | 05 | 4 <sup>th</sup> Week of June | 4. Primary data collection to conduct key informant interviews, focus group discussions, and surveys at national and provincial levels | 07 | 10 | 10 | 2 <sup>nd</sup> Week of Aug | 5. Data analysis and drafting to analyse collected data | 05 | 07 | 07 | 2 <sup>nd</sup> Week of Sept | 6. Develop 1 <sup>st</sup> draft the evaluation report and presentation for outbrief meeting | 06 | 04 | 04 | 4 <sup>th</sup> Week of Sept | 7. Outbrief meeting to share the main preliminary findings of the evaluation with UNFPA and VPA | 01 | 01 | 01 | 1 <sup>st</sup> Week of Oct | 8. Submit the final draft report, addressing inputs from UNFPA and VPA; and finalize presentation for validation/consultation workshop | 03 | 02 | 02 | 3 <sup>rd</sup> Week of Oct |
| TASKS  | Estimated # of days   |               |                     | Deadline                     |  |          |             |               |               |   |    |  |  |                             |  |    |    |    |                              |   |    |    |    |                              |  |    |    |    |                             |   |    |    |    |                              |  |    |    |    |                              |   |    |    |    |                             |  |    |    |    |                             |
|  | Team leader   | Team member 1 | Team member 2       |                              |  |          |             |               |               |   |    |  |  |                             |  |    |    |    |                              |   |    |    |    |                              |  |    |    |    |                             |   |    |    |    |                              |  |    |    |    |                              |   |    |    |    |                             |  |    |    |    |                             |
| 1. Prepare and submit a concept note and implementation plan of the evaluation.  | 03  |               |                     | 4 <sup>th</sup> Week of May  |  |          |             |               |               |   |    |  |  |                             |  |    |    |    |                              |   |    |    |    |                              |  |    |    |    |                             |   |    |    |    |                              |  |    |    |    |                              |   |    |    |    |                             |  |    |    |    |                             |
| 2. Develop an inception report, finalize methodology, initial consultations, refine work plan.   | 05  | 04            | 04                  | 1 <sup>st</sup> Week of June |  |          |             |               |               |   |    |  |  |                             |  |    |    |    |                              |   |    |    |    |                              |  |    |    |    |                             |   |    |    |    |                              |  |    |    |    |                              |   |    |    |    |                             |  |    |    |    |                             |
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| 5. Data analysis and drafting to analyse collected data  | 05  | 07            | 07                  | 2 <sup>nd</sup> Week of Sept |  |          |             |               |               |   |    |  |  |                             |  |    |    |    |                              |   |    |    |    |                              |  |    |    |    |                             |   |    |    |    |                              |  |    |    |    |                              |   |    |    |    |                             |  |    |    |    |                             |
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| 8. Submit the final draft report, addressing inputs from UNFPA and VPA; and finalize presentation for validation/consultation workshop | 03  | 02            | 02                  | 3 <sup>rd</sup> Week of Oct  |  |          |             |               |               |   |    |  |  |                             |  |    |    |    |                              |   |    |    |    |                              |  |    |    |    |                             |   |    |    |    |                              |  |    |    |    |                              |   |    |    |    |                             |  |    |    |    |                             |

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|   | <table><tr><td>9. Validation/Consultation workshop to share the final draft report with stakeholders and incorporate feedback</td><td>02</td><td>01</td><td>01</td><td>1<sup>st</sup> Week of Nov</td></tr><tr><td>10. Final report submission</td><td>05</td><td>03</td><td>03</td><td>4th Week of Nov</td></tr><tr><td><b>Total days</b></td><td><b>45 days</b></td><td><b>37 days</b></td><td><b>37 days</b></td><td></td></tr></table>  | 9. Validation/Consultation workshop to share the final draft report with stakeholders and incorporate feedback | 02             | 01                          | 01                      | 1 <sup>st</sup> Week of Nov | 10. Final report submission             | 05  | 03                     | 03                           | 4th Week of Nov   | <b>Total days</b>      | <b>45 days</b>      | <b>37 days</b>  | <b>37 days</b>         |                      |
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| 10. Final report submission   | 05  | 03   | 03             | 4th Week of Nov             |                         |                             |   |   |                        |                              |   |                        |                     |   |                        |                      |
| <b>Total days</b>   | <b>45 days</b>  | <b>37 days</b>   | <b>37 days</b> |                             |                         |                             |   |   |                        |                              |   |                        |                     |   |                        |                      |
| Place where services are to be delivered:   | Home-based and provinces for data collection<br>Travel of consultants will be approved in consultation with UNFPA, and arranged by VPA/VNM10P05 PMU in line with the related requirements in the inception report approved by UNFPA.  |  |                |                             |                         |                             |   |   |                        |                              |   |                        |                     |   |                        |                      |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):                                      | <table><tr><td><b>Expected outputs</b></td><td><b>Language</b></td><td><b>Tentative dates for deliverables</b></td></tr><tr><td>1. An inception report to present how to conduct the evaluation, about 30 pages (max), including the evaluation-frame</td><td>English and Vietnamese</td><td>1<sup>st</sup> Week of June</td></tr><tr><td>2. The final draft of the report for comments, about 30 pages excluding annexes</td><td>English and Vietnamese</td><td>3rd Week of October</td></tr><tr><td>3. The final report on the evaluation, with a PowerPoint Presentation</td><td>English and Vietnamese</td><td>4th Week of November</td></tr></table>   |  |                |                             | <b>Expected outputs</b> | <b>Language</b>             | <b>Tentative dates for deliverables</b> | 1. An inception report to present how to conduct the evaluation, about 30 pages (max), including the evaluation-frame | English and Vietnamese | 1 <sup>st</sup> Week of June | 2. The final draft of the report for comments, about 30 pages excluding annexes | English and Vietnamese | 3rd Week of October | 3. The final report on the evaluation, with a PowerPoint Presentation | English and Vietnamese | 4th Week of November |
| <b>Expected outputs</b>   | <b>Language</b>   | <b>Tentative dates for deliverables</b>  |                |                             |                         |                             |   |   |                        |                              |   |                        |                     |   |                        |                      |
| 1. An inception report to present how to conduct the evaluation, about 30 pages (max), including the evaluation-frame | English and Vietnamese  | 1 <sup>st</sup> Week of June   |                |                             |                         |                             |   |   |                        |                              |   |                        |                     |   |                        |                      |
| 2. The final draft of the report for comments, about 30 pages excluding annexes                                       | English and Vietnamese  | 3rd Week of October  |                |                             |                         |                             |   |   |                        |                              |   |                        |                     |   |                        |                      |
| 3. The final report on the evaluation, with a PowerPoint Presentation   | English and Vietnamese  | 4th Week of November   |                |                             |                         |                             |   |   |                        |                              |   |                        |                     |   |                        |                      |
| Monitoring and progress control, including reporting requirements, periodicity, format and deadline:                  | <ul style="list-style-type: none"><li>• The consultants will work closely with UNFPA’s Gender and Human Rights Specialist and designated officials from VPA. The consultants will report regularly and promptly to responsible UNFPA Programme Officers to update on the progress made, and possible obstacles via email, telephone, zoom or skype or meetings;</li><li>• Under the guidance of the UNFPA Representative, the UNFPA Gender and Human Rights Specialist will provide comments and acceptance of the consultant’s performance, deliverables and reports for the certification for payment;</li><li>• At the end of the consultancy, the consultants send a payment request attached with deliverables mentioned above; and</li><li>• The UNFPA and VPA will provide logistics and administrative support including information on payments for this contract.</li></ul> |  |                |                             |                         |                             |   |   |                        |                              |   |                        |                     |   |                        |                      |
| Expected travel:  | The selected consultants are expected to travel to selected provinces for data collection.  |  |                |                             |                         |                             |   |   |                        |                              |   |                        |                     |   |                        |                      |
| Required expertise, qualifications and competencies, including language requirements:                                 | <p><b><i>The consultants should have the following experience and qualifications:</i></b></p> <p><b><i>The team leader:</i></b></p> <ul style="list-style-type: none"><li>• Minimum of master’s degree in social sciences, development studies, or a related field; specialization in areas such as gender equality, gender-based violence (GBV), harmful practices, or sex ratio at birth (SRB) imbalance will be an asset;</li><li>• Minimum of 10-year experience in designing and leading/managing programme evaluations and reviews, preferably in the areas of gender equality, GBV, and/or social development;</li><li>• Demonstrated experience in mainstreaming and managing cross-cutting themes (e.g., human rights, equity, gender, and disability inclusion) within evaluation frameworks and</li></ul>  |  |                |                             |                         |                             |   |   |                        |                              |   |                        |                     |   |                        |                      |

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|  | <p>reports;</p> <ul style="list-style-type: none"> <li>• Proven experience in engagement in policy and legal advocacy, programme design, or implementation monitoring; working experience with or within the UN system at the country level will be an asset.</li> <li>• Strong leadership, coordination, and team management skills with the ability to ensure quality assurance and deliverables in multi-stakeholder contexts.</li> <li>• Excellent analytical, writing, and presentation skills, with a track record of delivering high-quality evaluation reports aligned with international standards.</li> <li>• Experience or good familiarity with the UN work at country level (e.g. policy and legal advocacy efforts);</li> <li>• Fluent in English and Vietnamese;</li> <li>• Must be a Vietnamese citizen.</li> </ul> <p><b><i>The team member 1 - qualitative researcher:</i></b></p> <ul style="list-style-type: none"> <li>• Minimum of Master's degree in Social Sciences, Gender Studies, Public Health, Development Studies, or related field;</li> <li>• At least 5 years of experience in designing, conducting and analyzing qualitative research, including focus group discussions (FGDs) and key informant interviews (KIIs), preferably in the fields of gender, health, or social development.</li> <li>• Proven ability to design qualitative data collection tools and methodologies.</li> <li>• Strong experience in analysing qualitative data and producing high-quality analytical reports; and working experience with or within the UN system or international development context at the country level will be an asset.</li> <li>• Experience working on gender equality, gender-based violence (GBV), or related issues is highly desirable</li> <li>• Familiarity with gender issues will be an added advantage.</li> <li>• Must be Vietnamese citizen</li> </ul> <p><b><i>The team member 2 - quantitative analyst:</i></b></p> <ul style="list-style-type: none"> <li>• Minimum of master's degree in social sciences, gender studies, public health, development studies, or related field;</li> <li>• At least 5 years of experience in designing, conducting and analyzing quantitative data, including statistical modelling, trend analysis, and impact evaluation.</li> <li>• Proven experience in quantitative data analysis plans and working with large datasets (e.g. survey data, administrative data).</li> <li>• Experience using statistical software such as SPSS, STATA, R, or similar tools.</li> <li>• Strong experience in analysing quantitative data and producing high-quality analytical reports; and working experience with or within the UN system or international development context at the country level will be an asset.</li> <li>• Experience working on gender equality, gender-based violence (GBV), or related issues is highly desirable</li> <li>• Familiarity with gender issues will be an added advantage.</li> <li>• Must be Vietnamese citizen</li> </ul> <p><b><i>For all:</i></b></p> <ul style="list-style-type: none"> <li>• Excellent analytical, writing and communication skills;</li> <li>• Ability to work with a multi-disciplinary team of experts (team work);</li> </ul> |
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|   | <ul style="list-style-type: none"> <li>• Excellent problem identification and solving skills;</li> <li>• Excellent written and spoken English Language skills;</li> <li>• Fluent in Vietnamese;</li> </ul>   |
| Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | <p><b>UNFPA Viet Nam</b></p> <ul style="list-style-type: none"> <li>• Provide overall leadership and oversight of the evaluation process.</li> <li>• Ensure alignment with UNFPA evaluation guidelines and UNEG standards.</li> <li>• Facilitate coordination among stakeholders, including VPA, and other partners.</li> <li>• Provide technical inputs and feedback on evaluation methodology, data collection tools, and reporting.</li> <li>• Review and approve key deliverables, including the inception report, draft evaluation report, and final evaluation report.</li> <li>• Support the dissemination of findings and integration of recommendations into future programming.</li> </ul> <p><b>VPA</b></p> <ul style="list-style-type: none"> <li>• Act as the national focal point for the evaluation, ensuring government ownership and engagement.</li> <li>• Facilitate access to relevant policy documents, program data, and administrative records.</li> <li>• Support coordination with provincial authorities and implementing partners for data collection.</li> <li>• Provide technical and contextual insights on SRB imbalance and GBSS interventions.</li> <li>• Review draft reports and contribute to stakeholder consultations and validation workshops.</li> <li>• In collaboration with VNM10P05 PMU, provide logistical arrangements and associated costs for data collection activities (including travel expenses – DSA, transportations, terminal allowance; and fee or incentives for interviewees) conducted by the team, in line with the inception report approved by UNFPA.</li> </ul>   |
| Other relevant information or special conditions, if any:   | <ul style="list-style-type: none"> <li>• Interested consultants are requested to register into the UNFPA global consultant roster: <a href="https://consultantroster.unfpa.org">https://consultantroster.unfpa.org</a></li> <li>• Before signing the ICCs, the selected consultants are requested to complete the following on-line training courses and submit the certificates: <ol style="list-style-type: none"> <li>1. BSAFE, Link: <a href="https://training.dss.un.org/course/category/6">https://training.dss.un.org/course/category/6</a></li> <li>2. Fraud and Corruption Awareness and Prevention<br/>Link: <a href="https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html">https://extranet.unfpa.org/Apps/Antifraud/English/story_html5.html</a></li> <li>3. PSEA (Prevention of Sexual Exploitation and Abuse)<br/>Link: <a href="https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1">https://extranet.unfpa.org/Apps/PSEA2017/story_html5.html?lms=1</a></li> </ol> </li> <li>• Individual consultant contracts (ICC) will be signed with the selected consultants at an agreed daily rate for consultancy (approximated at UNFPA NOC level for the lead consultant and NOB level for the team member consultants) and will cover all the costs related to the assignment.</li> <li>• Due to travel involved, the selected consultants (two team members) must submit a Health Statement duly certified ‘fits for work and travel’ by designated physician/doctor.</li> <li>• Payment is based on an all-inclusive rate (inclusive of all applicable tax, insurance and other subsidies, if any). Payment of consultancy will be made in Viet Nam Dong</li> </ul> |

|  |  |
|--|--|
|  | <p>calculated using the UN exchange rate prevailing at the time of contract signature.</p> <ul style="list-style-type: none"> <li>• The consultancy payment will be output-based and made in two instalments upon the satisfactory completion of the stated milestones: <ul style="list-style-type: none"> <li>✓ The first instalment of 30% of the maximum contract value will be paid upon satisfactory acceptance of the inception report.</li> <li>✓ The final instalment of the remaining amount not exceeding the maximum contract value will be paid upon satisfactory acceptance of the final report.</li> <li>✓ Submission of the deliverables, consultant's certification for payment (UNFPA form) and other supporting documents (if any) for UNFPA's certification will be required for each instalment payment.</li> </ul> </li> <li>• The final payment of the consultancy fees will be reduced by 20% if the submission of the final products is delayed by more than 20 days without justifiable reasons.</li> </ul> <p>COA: VNM10GBV-GBSSU82-FPA90-PU0074-64000</p> |
|--|--|

## ANNEX 1: Information for reference

### 1. Purpose, objectives and scope

#### 1.1 Purpose

The independent evaluation aims to assess the implementation, effectiveness, efficiency, relevance, impact and sustainability of the Scheme on Controlling Sex-Ratio at Birth Imbalance (2016-2025) in Vietnam. The findings will provide evidence-based recommendations for policy adjustments and strategic planning for 2026-2030 and long-term vision to 2045, ensuring more effective and sustainable interventions.

**1.2 Overall Objectives:** The evaluation aims to provide an independent, objective, and systematic assessment of the implementation of the Scheme on Controlling SRB Imbalance (2016-2025). It will examine the scheme's relevance, effectiveness, efficiency, impact, and sustainability, contributing to a comprehensive understanding of its outcomes and informing the next phase of interventions.

#### Specific Objectives

- Evaluate the effectiveness and efficiency of the scheme's interventions. This includes reviewing the success of awareness-raising campaigns, policy incentives, legal enforcement, partnerships and international cooperation in influencing societal attitudes and behaviors. The evaluation will also assess the efficiency of resource allocation, financial management, and multi-sectoral coordination, ensuring that interventions have been cost-effective and well-coordinated.
- Identify key influencing factors that have shaped the implementation and outcomes of the scheme. It will analyze socio-cultural, economic, and policy-related factors that have either facilitated or hindered progress in reducing SRB imbalance. Additionally, it will assess stakeholder engagement, examining the roles and contributions of government agencies, UNFPA Viet Nam, development partners, and civil society organizations (CSOs) in implementing and supporting SRB control measures.
- Examine the sustainability and long-term impact of the scheme. The evaluation will assess whether interventions have led to lasting shifts in gender norms and societal attitudes regarding son preference and gender-biased sex selection. It will identify potential risks and challenges that could affect the sustainability of SRB control efforts beyond 2025, providing guidance on how to ensure long-term success and impact.
- Deliver evidence-based recommendations to inform future policies and interventions. These



recommendations will support policy and programmatic adjustments for the 2026-2030 period, ensuring that future initiatives are built upon proven strategies and lessons learned. Additionally, the evaluation will suggest strategies to further reduce SRB imbalance and address gender-based discrimination, contributing to a more gender-equal and inclusive society.

### 1.3 Scope and focus

The evaluation will assess the implementation of the Scheme on Controlling Sex-Ratio at Birth Imbalance (2016-2025) at both national and subnational levels, examining SRB trends, intervention effectiveness, and persistent challenges. It will evaluate policy enforcement, awareness campaigns, and incentive programs to determine their impact on reducing gender-biased sex selection and promoting the value of girls. It will assess key drivers relating to the structural and normative factors that influence family thinking and perceptions about the value of boy vis-à-vis girls. Social norms have as much influence as other economic factors such as availability of jobs, migration, cost of education, as well as safety and security, among others. Additionally, the evaluation will analyze stakeholder engagement and coordination, reviewing the roles of MOH, VPA, UNFPA Viet Nam, provincial authorities, and development partners in implementing interventions. Furthermore, the evaluation will assess the scheme's impact on gender equality, human rights and reproductive health policies, ensuring alignment with broader gender and population development strategies. Based on these findings, the evaluation will provide recommendations for the post-2025 period, outlining strategic actions to sustain progress and further reduce SRB imbalance.

## 2. Evaluation criteria and preliminary evaluation questions

The Scheme on Controlling Sex-Ratio at Birth Imbalance the period 2016-2025 is expected to be assessed against the following evaluation criteria:

| Evaluation Criteria   | Key Questions   |
|---|---|
| <b>Relevance</b><br>Examines the alignment of the scheme's objectives and interventions with national priorities, international commitments, and socio-cultural contexts. | <ul style="list-style-type: none"> <li>- To what extent were the scheme's objectives relevant to Vietnam's population policies and demographic needs?</li> <li>- How well did the scheme align with global frameworks on gender equality, human rights, and demographic balance?</li> <li>- Were interventions designed to effectively address the root causes of GBSS, including son preference and discriminatory social norms?</li> </ul>  |
| <b>Effectiveness</b><br>Assesses the extent to which the scheme's interventions have achieved their intended outcomes in reducing SRB imbalance.                          | <ul style="list-style-type: none"> <li>- To what extent has the scheme contributed to stabilizing or reducing SRB imbalance at national and provincial levels?</li> <li>- How effective were awareness-raising campaigns, policy enforcement, and social incentives in changing behaviors related to GBSS?</li> <li>- What were the key challenges and barriers in implementing interventions, and how were they addressed?</li> <li>- How effective was multi-sectoral coordination among government agencies, UNFPA, and other stakeholders?</li> </ul> |
| <b>Efficiency</b><br>Evaluates whether the scheme's resources—financial, human, and institutional—were used efficiently.  | <ul style="list-style-type: none"> <li>- Was the allocation of resources and funding cost-effective in achieving the scheme's goals?</li> <li>- Were program activities implemented in a timely and efficient manner?</li> <li>- How effectively did government agencies and development partners coordinate their roles to maximize impact?</li> <li>- Were there any gaps, duplications, or inefficiencies in program delivery?</li> </ul>  |
| <b>Impact</b><br>Examines the long-term effects of the scheme on addressing SRB imbalance and gender-biased sex selection.  | <ul style="list-style-type: none"> <li>- What measurable changes in SRB trends can be attributed to the scheme's interventions?</li> <li>- How has the scheme contributed to shifting societal attitudes and norms regarding son preference and the value of girls?</li> <li>- What indirect impacts—positive or negative—did the scheme</li> </ul>   |

| Evaluation Criteria   | Key Questions  |
|---|--|
|   | have on gender equality, reproductive health, and family planning policies?  |
| Sustainability<br>Assesses the likelihood that the scheme's results will be maintained beyond 2025.   | <ul style="list-style-type: none"> <li>- To what extent have interventions been institutionalized within national policies and local governance structures?</li> <li>- How strong is the political and financial commitment to continue addressing SRB imbalance post-2025?</li> <li>- What strategies are in place to ensure the long-term success and scalability of interventions?</li> <li>- What are the remaining risks and challenges that could affect the sustainability of SRB control efforts?</li> </ul> |
| Equity and Gender and Rights Considerations<br>Evaluates how effectively the scheme promoted gender equality, human rights and addressed social and economic disparities. | <ul style="list-style-type: none"> <li>- To what extent did the scheme promote gender-transformative and right-based approaches in addressing GBSS?</li> <li>- How did interventions impact different population groups, including rural communities, ethnic minorities, and disadvantaged groups?</li> <li>- Were there any unintended gender-related consequences of the scheme's interventions?</li> </ul>  |

### 3. Methodology and Approach

The independent evaluation process will require close consultation with participating UNFPA and VPA. The evaluation will use the multiple-method approach including document review, group meetings (workshops), individual interviews/key informant interviews (KIIs), focus group discussions (FGDs), and field visits (where needed). Data collection methods for evaluation questions must be linked to the evaluation criteria. Since each method has its unique strengths and weaknesses, the evaluation team needs to combine them in a way that uses the comparative strengths of one approach to correct for the relative weaknesses of the others. The use of an evaluation framework (a matrix) is recommended in linking these elements together. Data collection methods and the process should consider gender sensitivity and data should be systematically disaggregated by sex and age and to the extent possible, and other contextually relevant markers of equity.

#### Data Collection Methods

To ensure a robust and holistic evaluation, the following data collection methods will be applied:

| Method                                 | Purpose  | Target Respondents  |
|--|--|---|
| <b>Document Review</b>                 | Assess policy alignment, intervention effectiveness, and programmatic changes over time.           | Government reports, legal frameworks, UNFPA and partner reports, research publications. |
| <b>Statistical Data Analysis</b>       | Measure SRB trends and variations across different regions and demographic groups.                 | National and provincial SRB data, population surveys, administrative records.           |
| <b>Key Informant Interviews (KIIs)</b> | Gather expert perspectives on policy effectiveness, implementation challenges, and sustainability. | MOH, VPA, UNFPA, local authorities, CSOs, donors.                                       |
| <b>Focus Group Discussions (FGDs)</b>  | Assess perceptions of awareness campaigns, social norms, and gender attitudes toward GBSS.         | Community leaders, healthcare providers, women's groups, youth.                         |

| Method                    | Purpose   | Target Respondents  |
|---------------------------|---|---|
| Case Studies              | Highlight best practices and challenges in SRB control at the provincial level. | Selected high-prevalence and low-prevalence provinces.      |
| Stakeholder Consultations | Validate findings and ensure recommendations are actionable.                    | National and provincial policymakers, development partners. |

### Sampling strategy

The evaluation will select provinces based on SRB trends, ensuring representation of:

- Provinces with persistently high SRB (above 112 boys per 100 girls).
- Provinces with moderate SRB (between 109-112 boys per 100 girls).
- Provinces with balanced SRB (below 109 boys per 100 girls).

A mix of urban and rural areas will be included to capture geographic and socio-economic variations in program implementation and impact.

### Methods for data analysis:

The evaluation will use a theory-based approach, linking interventions to intended outcomes through a results framework. It will apply: (i) descriptive and inferential statistics to assess SRB trends; (ii) Thematic analysis for qualitative data from interviews and FGDs; (iii) Contribution analysis to examine how interventions influenced observed changes in SRB.

**Limitations and Risk Mitigation:** Potential limitations include data gaps, response biases, and external socio-economic factors influencing SRB. The evaluation will mitigate risks by cross-validating data from multiple sources, using mixed-methods triangulation to strengthen findings, engaging a diverse range of stakeholders to ensure balanced perspectives.

## 4. Ethical considerations

The independent evaluation process should conform to the relevant ethical standards in line with [UN Ethical Guidelines](#) for research/study/evaluation including but not limited to informed consent of participants, privacy, and confidentiality considerations. The relevant ethical standards will be identified and the mechanisms and measures to ensure that standards will be maintained during the evaluation process.

This should be provided in the design report (inception report).

The evaluation must be conducted with the highest standards of integrity and respect for the beliefs, manners, and customs of the social and cultural environment; human rights and gender equality; and the “do no harm” principle for humanitarian assistance. Evaluators of the independent evaluation must respect the rights of institutions and individuals to provide information in confidence. They must also ensure that sensitive data is protected and cannot be traced to its source. They must validate statements made in the report with those who provided the relevant information. The consultants of the evaluation team should obtain informed consent for the use of private information from those who provide it. When evidence of wrongdoing is uncovered, it must be reported to the Office of Audit and Investigation Services.

## **ANNEX 2. SUGGESTED OUTLINE OF THE RESEARCH REPORT**

Title page

Table of Contents

Acknowledgements

List of acronyms

Executive summary: maximum 2 pages

Introduction

Methods

Findings

Discussion

Recommendations

Annexes (if any)

### **ANNEX 3: SUGGESTED OUTLINE OF THE CONCEPT NOTE AND IMPLEMENTATION PLAN**

The Concept Note serves as a strategic overview to initiate the evaluation process and secure endorsement from UNFPA and VPA. It outlines the rationale, objectives, and proposed scope of work at a high level, led by the Team Leader

#### **1. Overview/Introduction**

- Contextual overview of the SRB imbalance situation in Vietnam
- Brief description of the Scheme on Controlling Sex-Ratio at Birth Imbalance (2016-2025)
- General approach for conducting the independent evaluation including purpose, scope, and the anticipated outcomes.

#### **2. Objectives and Key Evaluation Questions**

- Overall Objective:
- Specific Objectives:
- Key Evaluation Questions/Indicators: Provide only high-level strategic questions; no detailed evaluation matrix required

#### **3. Proposed evaluation design and methodology**

- Scope and focus.

- Preliminary thoughts on general methodology (mixed-methods, participatory, gender-sensitive approach)
- Types of data sources and anticipated collection methods (document review, KIIs, FGDs)
- Participatory stakeholder consultation process
- Initial ethical considerations

#### **4. Stakeholders and Team Overview**

- Key stakeholders to be engaged throughout the evaluation process
- Data reporting plan including the realistic timeline and the final product to be submitted to UNFPA and VPA.

#### **5. Preliminary organization and Implementation of the Evaluation**

- Proposed timelines with a tentative travel plan for field work and data collection, data analysis, and report preparation.
- A plan for quality control procedure
- Provide initial estimated budget breakdown including consultancy fees, field visits, travel expenses, data collection costs, and miscellaneous/contingency expenses with justification aligned with proposed implementation plan.

### **ANNEX 4: SUGGESTED OUTLINE OF THE INCEPTION REPORT**

#### **A. Concept Note (maximum 30 pages)**

##### **1. Overview/Introduction**

- Background on SRB imbalance in Viet Nam.
- Purpose and rationale of the independent evaluation and its alignment with national and UNFPA priorities
- Literature review summary on factors influencing SRB imbalance, including son preference, gender norms, policy measures, and programmatic interventions.
- Brief overview of the proposed evaluation approach and intended use of findings

##### **2. Objectives and Key Evaluation Questions**

- Overall evaluation objective clearly aligned with the TOR.
- Specific evaluation objectives based on relevance, effectiveness, efficiency, impact, sustainability, equity, human rights and gender considerations.
- Key evaluation questions derived directly from the TOR's evaluation criteria and preliminary evaluation questions section.

### **3. Evaluation Design and Methodology**

- Clearly defined scope (national and provincial levels) and specific focus areas.
- Conceptual/theoretical framework guiding the evaluation.
- Sampling strategy, clearly defining provinces to be included based on SRB levels (high, moderate, balanced).
- Key variables and measurements linked directly to the evaluation questions and objectives.
- Proposed data collection methods (Document review, KIIs, FGDs, case studies, stakeholder consultations).
- Plan for developing, testing, and finalizing data collection tools (interview guides, questionnaires, FGDs protocols).
- Detailed data management and analysis approach, including software/tools used (qualitative and quantitative).
- Participatory and gender-sensitive approaches to stakeholder consultations ensuring engagement and validation of findings.
- Ethical considerations consistent with UNEG ethical guidelines (informed consent, confidentiality, gender sensitivity).

### **4. Data Analysis and Reporting**

- Detailed description of quantitative (descriptive, trend and inferential statistical analysis) and qualitative data analysis methods (thematic and contribution analysis).
- Comparative framework for analyzing cross different time points and geographies (baseline and endline data, high and low SRB areas, cultures ...).
- Structured plan and timeline for data reporting, submission of draft reports, feedback integration, and delivery of the final evaluation report.

### **B. Organization and Implementation of Evaluation**

- Detailed work plan clearly delineating phases (Inception, Desk Review, Primary Data Collection, Data Analysis, Validation, Final Reporting).
- A detailed data collection plan together with the revised data collection tools will be submitted to UNFPA for approval before the commencement of field work and data collection.
- Specific tasks, timelines, responsibilities, and coordination mechanisms clearly outlined.
- Measures for quality control throughout evaluation phases.
- Clear assignment of accountability and reporting lines within the evaluation team.
- A risk management plan that presents a clear strategy to cope with possible challenges including identifying and interviewing respondents among others.
- Clearly outlined and itemized budget breakdown based on [UN-EU cost norms](#) including travel expenses, data collection costs, and miscellaneous/contingency expenses with clear justification aligned with proposed methodology.

### **References**

- All references cited using an author-date format clearly aligning with the evaluation context and scope.
- List of references for literature review, prior evaluations, and national policy documents.